

United States Embassy
Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Position Vacancy: Database Operator

OPEN TO: All Interested Candidates
POSITION: **Database Operator, (position number A70204)**
FSN-6405-6*, FP-8* (Full Performance)
FSN-6405-5*, FP-9* (Trainee Level)
OPENING DATE: February 5, 2004
CLOSING DATE: February 20, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$26,990 p.a. (Trainee salary, Position Grade: FP-9 to be confirmed by Washington)
*Ordinarily Resident: ¥4,788,899 p.a. (Trainee salary, Position Grade FSN-5)

Note:

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and US Legal Permanent Residents.

The American Embassy in Tokyo is seeking an individual for the position of Database Operator in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION

Under the supervision of the Administrative Management Specialist, the Database Operator performs duties as directed such as entering updating, archiving, reporting and modifying the Mission's Distribution Records System (DRS) database and database software. The Database Operator coordinates with the Public Diplomacy (PD) section in Tokyo, the four American Centers and PD offices in Sapporo and Naha, data entry of contacts into the system. Using the DRS database, the Database Operator prepares required statistical reports on contacts, guest lists mailing label and other information as needed. Also the Database Operator is responsible for the operation of Public Diplomacy's LAN-based fax-on-demand equipment.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Smith in Human Resources at 03-32245640.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Secondary school or host country equivalency and technical training in computer operation and languages is required.
2. **Prior Work Experience:** Three years of progressively responsible clerical and/or technical experience of which at least one year should be in the field of computer programming is required (FSN-6405-5*, FP-

9*). Five years of progressively responsible clerical and/or technical experience of which at least one year should be in the field of computer programming is required (FSN-6405-6*, FP-8*).

3. **Language Proficiency:** Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Japanese is required.

4. **Knowledge:** Good knowledge of MS Access and SQL database management is required. General knowledge and understanding of file management and archiving techniques is required.

5. **Skills and Abilities:** Keyboard at a minimum of 40 wpm is required. Demonstrated ability to work with and train other staff members is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO

Human Resources Office
Attention: Mary Smith
Address: 1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT

Mary Smith
Telephone: 03-3224-5640
FAX: 03-3224-5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed

at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.